



Request for Statement of Interest and Qualifications

Fire Station #5 Construction Materials Testing RFQ-05-072-217-RL-013

GENERAL

The City of Cedar Park seeks the services of qualified geotechnical engineering and construction material testing consultants interested in providing construction material testing services for the construction of City of Cedar Park Fire Station #5. Project consists of the new construction of a 13,272 square foot fire station. Site work to include earthwork, paving, sidewalks, parking, site utilities, storm drainage, landscaping, and irrigation. Building construction includes stiffened slab on grade, structural steel framing, wood framing, CMU framing, natural stone & brick masonry exterior, wood and CMU interior partitions, standing seam metal roof, storefront windows and entry doors, hollow metal and wood doors, hardware, acoustical tile and gypsum board ceilings, flooring, painting, millwork, fire suppression, mechanical systems, plumbing systems, and electrical systems.

Statement of Qualifications Due: June 9, 2017

TECHNICAL EXPERTISE

Interested firms or teams shall have extensive knowledge and expertise in the technical areas of geotechnical engineering and material testing for site development and vertical construction projects. All interested firms must have a professional engineer registered in the State of Texas.

SELECTION PROCESS

This RFQ provides information necessary to prepare and submit qualifications for consideration and ranking by the City. City of Cedar Park Staff will analyze and evaluate the Statements of Qualification (SOQ) based on demonstrated competence and qualifications. The selection committee will rank the firms in order of preference and then make a determination as to whether or not an informal meeting will be required of the top-ranking firms. Upon authorization by the City Manager, the highest ranked firm will be asked to submit a fee proposal to begin contract negotiations.

EVALUATION CRITERIA

The services being solicited by this Request for Qualifications are professional engineering services exempt by Title 10 Subtitle F Chapter 2254 Subchapter A of the Texas Government Code. All Request for Qualifications received will be evaluated according to the following criteria and weighted values.

Respondents shall carefully read the information in the following evaluation criteria and submit a complete Statement of Qualifications to all questions in this RFQ as formatted below:

Item 1: Submission Requirements: 10%:

- a. Submission requirements detailed in this RFQ met (deadline, page limit, deliverables, etc.)

Item 2: Qualifications and Availability – 10%:

- a. Provide the following information:
 - Legal name of firm
 - Location of Office that will be conducting the work
 - Contact Persons with email and phone number
- b. Provide a statement of interest for the project including a narrative describing the firm's specific expertise and unique qualifications as they pertain to this particular project.

Item 3: Proposed Staff – 30%:

- a. Names and roles of key personnel proposed to work on this project and their office locations.
- b. Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.
- c. Provide staff availability to perform services.
- d. Provide the Project Managers experience with similar size projects.

- e. Provide any sub-consultants experience with similar size projects.

Item 4: Project Experience - 50%:

- a. Provide an overview and brief history of the firm and any sub-consultants.
- b. Provide verifiable examples of at least three (3) similar projects completed in the last five (5) years by the principal and sub-consultants, including:
 - Project name and location
 - Services provided
 - Client name and contact person

RESPONSIVENESS TO REQUEST FOR QUALIFICATIONS:

Interested and qualified firms are required to submit two hard copies, and a CD or USB drive with a PDF version of their statement of qualifications (SOQs). SOQs are limited to **20 letter size pages** (front side only) with minimum font size of 10 and portrait orientation.

Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of City's needs.

CONFLICTS OF INTEREST

The Texas Ethics Commission adopted the attached Conflict of Interest Questionnaire (Form CIQ) pursuant to Texas Local Government Code Chapter 176, as amended. For questions about these forms, please see the Texas Ethics Commission at:

<https://www.ethics.state.tx.us/forms/CIQ.pdf>

Proposer shall answer each question in the attached Form CIQ in relation to the following individuals and submit a completed form with its Statement of Qualification:

| Local Government Officer | Title | Local Government Officer | Title |
|---------------------------------|-------------------------|---------------------------------|--------------------------------|
| Matt Powell | Mayor | Tim Scott | Information Services Director |
| Stephen Thomas | Councilmember | Phil Brewer | Economic Development Director |
| Corbin Van Arsdale | Councilmember | Christina Cummings | Human Resources Director |
| Lyle Grimes | Councilmember | Darwin Marchell | Engineering Director |
| Cobby Caputo | Councilmember | Chris Copple | Development Services Director |
| Jon Lux | Councilmember | James Mallinger | Fire Chief |
| Kristyne Bollier | Councilmember | Kent Meredith | Finance Director |
| Anne Duffy | Councilmember Elect | Eric Rauschuber | Public Works Director |
| Heather Jefts | Councilmember Elect | Julia Mitschke | Library Director |
| Brenda Eivens | City Manager | April Christiansen | Court Administrator |
| Sam Roberts | Assistant City Manager | Curt Randa | Director of Parks & Recreation |
| Katherine Caffrey | Assistant City Manager | Sean Mannix | Police Chief |
| J.P. LeCompte | City Attorney | | |
| Jill Hoffman | Assistant City Attorney | | |

DISCLOSURE OF INTERESTED PARTIES

Prior to entering into a contract that is over one million dollars in value, the Proposer must submit a "Certificate of Interested Parties" Form, in accordance with Texas Government Code Section 2252.908, as amended. Within 30 days of receipt of the form, the City must submit a copy to the Texas Ethics Commission.

DUE DATE AND CONTACT

All responses to this Request for Qualifications as well as any questions, clarifications, or requests for general information are to be directed to:

**Randall J. Lueders, P.E.
Project Manager
City of Cedar Park
450 Cypress Creek Road, Building 1
Cedar Park, Texas 78613**

E-mail: randall.lueders@cedarparktexas.gov
Telephone: (512) 401-5354

Statements of Qualifications are to be delivered by **2:00pm, June 9, 2017**.

Two hard copies and one CD or USB drive with a PDF of the Statement of Qualifications are required.

PERSONS OR FIRMS PRACTICING ARCHITECTURAL AND / OR ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS A PROPER REGISTRATION IN ACCORDANCE WITH TEXAS LAWS.

The City of Cedar Park will not provide compensation or defray any costs incurred by any firm related to the response to this request. The City of Cedar Park reserves the right to negotiate with any and all persons or firms. The City of Cedar Park also reserves the right to reject any or all SOQ(s), or to accept any SOQ deemed most advantageous, or to waive any irregularities or informalities in the SOQ received, and to revise the process schedule as circumstances arise.